



# County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

September 24, 2007

To: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name of the Chief Executive Officer.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT NANCY MILLER TO THE POSITION OF ADMINISTRATOR, COLLEGE OF NURSING AND ALLIED HEALTH

Consistent with Board-approved policy on management appointments, we have reviewed and recommend Board approval of the attached Department of Health Services' request to appoint Nancy Miller to the position of Administrator, College of Nursing and Allied Health, with a salary of \$11,444.32 monthly, \$137,331.84 annually. The requested salary would place Ms. Miller on Step 9, the closest step in Range 14 that allows her at least a 5.5 percent pay increase over her current salary of \$10,608.25 monthly, \$127,299.00 annually.

Nancy Miller has been performing the duties of Administrator, College of Nursing and Allied Health since June 2004. Ms. Miller holds a Doctor of Education in Organizational Leadership and has nine years of experience directing the Associate Degree in Nursing Program at the College as well as eleven concurrent years directing nursing staff development programs.

Based upon the information provided by the Department, we recommend that the Department's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by October 4, 2007, we will authorize the Department of Health Services to proceed with this appointment.

Each Supervisor  
September 24, 2007  
Page 2

If you have any questions, please contact me or your staff may contact Stacy Rose Mungo at (213) 893-9741.

WTF:SRH:SAS  
DRJ:SRM:bjs

Attachments

c:     Executive Officer, Board of Supervisors  
         County Counsel  
         Director and Chief Medical Officer, Department of Health Services

Nancy Miller\_bm

# Personnel Action Request

Date: 09/19/2007

Activity: CAO

PAR #: CONAH 62

## Cao Decision

Approved  
Denied  
Return for Changes

Requester	Type of Request	Assignment Type	Bonus	Current User
Pete Delgado	<input type="radio"/> New Hire <input checked="" type="radio"/> Job Change	<input type="radio"/> Schedule <input checked="" type="radio"/> MAPP <input type="radio"/> 120 Day Retiree	<input checked="" type="radio"/> None <input type="radio"/> Temp Assign Bonus <input type="radio"/> Additional Resp <input type="radio"/> Special Step Placement	Darolyn Jensen

## Job Information

<u>Department/Division (Budgeted)</u> L.A. COUNTY COLLEGE OF NURSING & ALLIED HEALTH		<u>Dept No.</u> 160	<u>Pay Location</u> 15
<u>Budget Code</u> 82212	<u>Assigned Code</u> 82212	<u>Cost Center Code</u> 82212	<u>CWPAY/CAPS Code</u> 82212
<u>PositionTitle (Payroll Classification)</u> ADMINISTRATOR, COLLEGE OF NURSING + ALLIED HEALTH	<u>FTE</u> 1	<u>Item No.</u> 4630	<u>Requested Effective Date</u> 08/01/2007
<u>Name of Employee to be Replaced</u> #	<u>Replaced Employee</u> #	<u>Last Day on Payroll</u>	<u>Name of Replacement</u> Nancy Miller emp

## Item Management Information

Budget Item #	Ordinance	Budgeted	Adjusted	Filled	Remaining Ord Encumbered	
4630 A	1.00	1.00	0.00	1.00	0.00	1.00
ADMINISTRATOR, COLLEGE OF NURSING + ALLIED HEALTH						

In order for this PAR to be processed, facility must have an ordinance item and current year funding (expenses less revenues) available at the Area level.

Monthly Salary Amount: \$11,444.32  
Salary Amount for Remaining Months: \$114,443.20  
Annual Salary Amount: \$137,331.84

Encumbered PARs in this Budget Group:

[View Encumbered PARs](#)

## Type of Appointment

☒ Permanent ☐ Temporary ☐ Daily ☐ Hourly ☐ Substitute Help ☐ Other

Is This a High-Risk Hepatitis B Assignment? ☐ Yes ☒ No  
Is This a High-Risk Rubella Assignment? ☐ Yes ☒ No  
Is This a High-Risk Tuberculosis Assignment? ☐ Yes ☒ No

Refer Applicants to (Name)  
Pete Delgado







(Bldg/Room #)  
General Hospital  
Room 1112

(Telephone)  
323-226-2800

PAR#: CONAH 62

Justification: Provide administrative supervision inclusive of budget, human resources, and operations for Los Angeles County College of Nursing and Allied Health

File Attachments:

 dhs map employees S14 as of 8-12-07.xls  N Miller Resume 4-12-07.doc  LAC+USC College of Nursing Item Control.pdf  
 Admin, Coll of Nursing Cert List.pdf  CONAH ORG CHART.pdf  IMS MAR Form Nancy Miller REVISED 2.doc

CEO

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Human Resources

HR Processing Status:  
Date Exam List Available:  
Date Job Offered:  
Date Hired:  
Comments:

# CURRICULUM VITAE

## **NANCY WARREN MILLER**

**PRESENT POSITION TITLE:** Provost  
Los Angeles County College of Nursing and Allied Health

**AREA OF SPECIALTY:** Management and Administration of Educational Programs

**LICENSE:** Registered Nurse License, California N265223  
Clinical Nurse Specialist, California 1122

### **EDUCATION:**

09/99-10/03	EdD – Doctor of Education Organizational Leadership Pepperdine University
09/84 - 05/87	MSN – Master of Science in Nursing California State University, Long Beach Major: Critical Care Clinical Nurse Specialist Thesis: "The Relationship of Transmural Pressure and Cardiac Index"
09/77- 12/81	BSN California State University, Los Angeles Major: Acute Care Nursing
09/73 - 06/76	Diploma Saint Luke's Hospital, School of Nursing San Francisco, CA
02/72 - 12/75	Associate of Arts Degree College of Marin Kentfield, CA

**PROFESSIONAL EXPERIENCE:**

06/04 – Present

**Los Angeles County College of Nursing and Allied Health  
PROVOST/INTERIM PROVOST**

Administrator responsible for planning, organizing, staffing, budgeting, directing, and controlling the multidisciplinary academic and administrative divisions of the College.

Plans, administers, and defends the College budget including budget requests for facilities, administrative personnel, faculty, support staff, and equipment. Monitors College costs and financial status. Works with the Board of Trustees to explore alternative/external-funding sources.

Manages and supervises College divisional deans and program directors:

- Directs the academic Deans of the School of Nursing, Nursing Continuing Education, and Allied Health in planning, developing, implementing, and evaluating academic programs/curriculum and in recruiting and selecting faculty.
- Oversees the Deans and Directors of Student Support Services inclusive of student recruitment, enrollment, registration, advisement, and financial aid.

Directs and oversees the College Planning, Administrative, and Operations Committees responsible for:

- Developing and achieving short and long term strategic plans, objectives and goals
- Establishing and implementing administrative and academic policies

Monitors, evaluates, and directs revision of college governance, organizational structure, staffing, and workflow to effectively and efficiently meet program needs.

Adjusts educational program planning and budget requests to reflect changing DHS workforce needs.

Evaluates academic programs and administrative/student support services and implements corrective actions based on research findings including quality control and performance improvement data.

Initiates and evaluates College compliance with Federal, State, and County regulatory agency licensure and accreditation standards. Directs the development, implementation, and revision of College operating guidelines/divisional policies and procedures.

Establishes and maintains relationships with administrative officials, professional and community organizations, accrediting agencies, and educational institutions in order to promote the mission of the College. Oversees the development and implementation of affiliation/articulation agreements with local colleges and universities. Represents the College on Los Angeles County/Department of Health Services committees and at academic meetings and public events.

09/98 – 8/05

Los Angeles County College of Nursing and Allied Health  
**DEAN, NURSING PROGRAMS**

Under administrative direction of the Provost, planned, organized, directed and controlled the Nursing Education divisions of the College. Served as chief academic officer for nursing educational services. Responsible for overseeing the development and implementation of policies, curriculum, programs, courses, and modes of instruction; delegating and/or intervening in student discipline and grievance processes; ensuring faculty compliance with College rules, regulations, and requirements; recruiting, hiring and/or approving the selection of Nursing instructors; maintaining liaison with the Board of Registered Nursing and ensuring that all programs have ongoing BRN approval; and for providing educational support, advice, direction and service to the Nursing departments of the LAC+USC Healthcare Network.

The four-semester Associate Degree Nurse Program included a student enrollment of approximately 80/class and 25 faculty.

04/96 – 8/05

Los Angeles County+University of Southern California  
Medical Center  
Department of Education and Consulting Services  
**DIRECTOR**

Under administrative direction of the Provost, administratively responsible for planning, leading, organizing, and controlling the Department of Education and Consulting Services. Oversaw the nursing continuing education division, which offers post-licensure classes and programs to over 3000 LAC+USC Healthcare Network and DHS participants/year and includes 12 faculty. The educational component ranges from skills training; orientation to nursing and specialty areas; nursing attendant, clerical, and LVN programs; to courses that provide DHS certification/preparation for National Certification exams; university units towards BSN degrees; and Master's degree

candidate preceptorships. Oversaw design, development, and implementation of classes and programs to address DHS and Network nursing needs. Delegated development, review, and approval of nursing division policies, standards of care, protocols, and procedures. Responsible for the coordination of affiliations with university, associate degree, LVN, NA, and corpsman programs for clinical placement.

08/89 - 04/96

Los Angeles County+University of Southern California  
Medical Center

Department of Education and Consulting Services

**COORDINATOR CRITICAL CARE AND SPECIALTY  
SERVICE EDUCATION**

Accountable for planning, developing, implementing and evaluating education programs including Nursing division Central Orientation, LVN and NA Programs, Basic and Advanced Critical Care, Intermediate and Advanced Cardiac Life Support, and Neonatal Critical Care Programs.

Management responsibilities included supervision and evaluation of Critical Care and Specialty Service Educators.

Developed formal lectures with a focus on respiratory, renal and critical care skills for presentation in the Adult Critical Care Programs.

Educational responsibilities for the General Medical Intensive Care Unit.

Functioned as a resource to ICU nurses to meet ongoing educational needs.

03/87 - 07/89

LAC+USC Medical Center

Education and Consulting Services

**SENIOR NURSING INSTRUCTOR**

Coordinated critical care education programs. Chaired Critical Care Documentation, Nursing Standards, and Faculty Development committees. Oriented new instructors and supervised students in the clinical setting. Precepted RN students enrolled in MSN programs. Lectured in continuing educational programs and provided ongoing education for ICU nursing staff.



10/84 - 03/87

LAC+USC Medical Center  
Education and Consulting Services  
**NURSING INSTRUCTOR**

Coordinated the Basic Adult Critical Care program; scheduled instructors and students for theory and clinical components, directed development and update of all learning materials, evaluated students and communicated progress to nurse managers and administration; maintained records in accordance with regulatory agency standards. Lectured in critical care, emergency medicine, and life support programs. Continued to meet educational needs of ICU nursing staff.

03/82 - 09/84

LAC+USC Medical Center  
Education and Consulting Services  
**CLINICAL INSTRUCTOR**

Developed and taught critical care and specialty service classes with a focus on respiratory, renal, and critical care skills. Supervised new critical care RNs in the clinical areas. Functioned as a resource to ICU RNs to meet ongoing educational needs.

02/78 - 02/82

LAC+USC Medical Center  
**CRITICAL CARE NURSE**

Worked full time in the Respiratory ICU. Responsible and accountable for 1-2 critically ill patients.

06/77 - 02/78

LAC+USC Medical Center  
**STAFF NURSE**

Functioned as acting evening Charge Nurse for 30-bed General Medicine Ward.

09/76 - 05/77

Washoe Medical Center  
**STAFF NURSE**

Responsibilities included evening charge nurse for 30-bed Urology Floor

09/73 - 06/76

St. Luke's Hospital  
**NURSE AID**

Responsibilities included Nursing Assistant for Medical and Surgical areas while attending Nursing School.

St. Luke's Hospital  
**PHYSICAL THERAPY ASSISTANT**

Responsibilities included assisting Physical Therapist with active and passive ROM, gait training, Chest PT, and other rehabilitation training.

**PROFESSIONAL AFFILIATIONS:**

California Organization of Associate Degree Nursing  
Program Directors  
Association of California Nurse Leaders (ACNL)  
American Association of Critical Care Nurses (AACN)  
American Association of Critical Care Nurses - Los Angeles  
Chapter (LAAACN)  
- Research Committee, 1987-1988  
Society of Critical Care Medicine (SCCM)  
USC Nursing Community Network, 1999-2002

**ACADEMIC AFFILIATIONS:**

California State University - Los Angeles Affiliate Faculty  
California State University - Long Beach Adjunct Faculty,  
1992-1997

**CERTIFICATIONS:**

Basic Cardiac Life Support Instructor, 10/83  
Advanced Cardiac Life Support Instructor, 11/83  
Certification in Nursing Administration (CNA) through  
American Nurses Credentialing Center, 01/91  
CCRN through American Association of Critical Care  
Nurses, 1978-1981, 1983-1998

**PRESENTATIONS:**

02/82-Current	Lecture in all components of LAC College of Nursing and Allied Health: Adult Critical Care Program, Emergency Nursing Programs, Life Support Programs, and provide area classes as requested. Classes in the Adult Critical Care Program provide units towards upper division BSN credit. Specialty areas include Shock, Respiratory Pathophysiology, and Advanced Life Support.
01/95	"Updates in Shock" in Power in Practice, Power in Politics 1st Annual Advanced Practice Symposium.
1992-1995	"Nursing Care of the Patient in Shock" in the Graduate Clinical Nurse Specialist Program. California State University Long Beach.

- 05/92 "Ventilator Therapy: Implications for the Clinical Nurse Specialist" in the Graduate Clinical Nurse Specialist Program California State University Long Beach
- 11/91 "Approaching a Code with Increasing Skill and Confidence" in the Celebration of Medical-surgical Nursing, sponsored by the Institute for Continuing Education for Nurses.
- 08/91 "Septic Shock" in Trends and Transition in Medical Surgical Nursing sponsored by Harbor-UCLA Medical Center
- 10/89 "ACLS Update in Critical Care Issues" sponsored by Los Angeles Chapter American Association of Critical Care Nurses
- 06/88 Respiratory component of CCRN Review Course sponsored by Long Beach Memorial Medical Center
- 10/87 "The Relationship of Cardiac Index and Transmural Pressure" in the Octoberquest: Nursing Research Conference sponsored by Veterans Administration and UCLA Extension
- 10/87 "The Relationship of Cardiac Index and Transmural Pressure" in Nursing Update sponsored by LAC+USC Medical Center
- 10/86 & 11/86 "Respiratory Assessment", "Lab Values", and "Lethal Arrhythmias" in Basic Critical Care Course sponsored by Chaffey Community College
- 12/84 "Respiratory Assessment", Current Concepts in Respiratory Care sponsored by St. Vincent Medical Center
- 10/84 "Electrical Axis Determination", 6th Annual Critical Care Seminar. Sponsored by Institute of Continuing Education for Nurses, University of Southern California

#### COMMITTEES:

College of Nursing and Allied Health, Board of Trustees,  
Secretary

College of Nursing and Allied Health, Board of Trustees  
Member Mexican Consulate Nursing Education Ad Hoc  
Committee

College of Nursing and Allied Health, Planning Committee,  
Chairperson

College of Nursing and Allied Health, Administrative Committee, Chairperson

College of Nursing and Allied Health, Nursing Programs Coordinators' Committee, Chairperson

College of Nursing and Allied Health, Operations Committee, Chairperson

College of Nursing and Allied Health, Institutional Effectiveness Committee, Interim Chair

College of Nursing and Allied Health, Credentials Committee, Liaison to Planning Committee

Interdisciplinary Practice Committee, Chairperson

JCAHO Coordinating Committee, member

Nurse Executive Council, member

Nursing Clinical Council, member

Patient Safety Committee, member

Critical Care Nurse Managers'/Nurse Educators' Committee, Chairperson 1989-2001

Critical Care Procedures, Founding Chairperson, 1993-1996; commendation received

Critical Care Protocols and Standards of Care, Founding Chairperson, 1993-1996; commendation received

Patient/Family Education Core Function Group, Chairperson, 1996-2004

Institute of Continuing Education for Nurses: Critical Care Medicine, Consultant

Intensive Care Unit Documentation Committee, Chairperson, 1988-1993; commendations received 03/89 and 04/89

Los Angeles County - Department of Health Services, Joint Practice Committee for Adult Critical Care, Chairperson, 1989-1998

Los Angeles County - Department of Health Services, Joint Practice Committee for Neonatal/Pediatric Critical Care, Co-Chairperson, 1989-1996

Los Angeles County - Department of Health Services, Workforce Development Program Committee

Professional Practice Committee, member  
Co-Chairperson, 1996-2004

## **HONORS AND AWARDS:**

2003	Phi Delta Kappa National Honor Society, Membership awarded in recognition of excellence in academic achievement in the field of education
1994	Leadership Award of Merit, County of Los Angeles
1989	Los Angeles County, Department of Health Services Productivity and Quality Award: Advanced Neonatal Pediatric Critical Care Program
1987	Phi Kappa Phi National Honor Society, Lifetime Member
1987	Graduate Student Honors Award of Merit
02/87	Nominated for Outstanding Thesis, CSULB

## **PUBLICATIONS:**

06/91	Lipp-Ziff, E., <b>Miller, N.</b> , Levesque, K., et al: "Guidelines for Use of the Critical Care Assessment Tool." <u>Critical Care Nurse</u> 11:6.
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## **REFERENCES:**

Professional references available upon request.

04/07

# Los Angeles County College of Nursing and Allied Health

## Organizational Chart

4-12-07

